



Code: 9151
Family: Public Safety
Service: Public Safety
Group: Police Service
Series: Police General Duty

CLASS TITLE: POLICE OFFICER (Assigned as Traffic Specialist)

CHARACTERISTICS OF THE CLASS

Under general supervision, performs specialized investigative work as a Traffic Specialist working for the benefit of citizens by protecting life and property from harm and maintains order and enforcing Federal, State, and Municipal laws; and related duties, as required

ESSENTIAL DUTIES

- Conducts investigations of fatal and serious personal injury traffic accidents
- Assists and guides police officers on Police Department policy and procedures relative to the initial investigation of fatal or serious personal injury traffic accidents
- Gathers physical evidence by taking measurements, calculating vehicular speed, photographing and analyzing skid marks and examining evidence including air bags, other vehicles, and the usage of seat belts
- Reconstructs crucial elements of fatal and serious personal injury traffic accidents and hit and run scenes using reconstructionist methods consisting of scientific, analytical and mathematical practices
- Downloads and analyzes crash data from electronic devices retrieved from vehicles
- Electronically records interviews (ERI) with passengers, witnesses, and other individuals involved with investigations
- Gathers relevant information on-the-scene by interviewing individuals and directing department personnel in the preservation and collection of evidence to conduct a thorough follow-up investigation
- Researches, obtains, and analyzes data and information related to investigations, such as results from processing evidence, photos, video recordings, etc., to develop leads or compile additional evidence
- Prepares, compiles and maintains case files, and completes legal documents and standardized forms
- Prepares scene diagrams using computer-aided design (CAD) programs
- Complies with Department rules, regulations, and policies and all Federal, State, and Municipal laws that govern the activities of law enforcement officers
- Appears in court and presents testimony
- Prepares investigative reports

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS**Education, Training, and Experience**

- Be a Police Officer below the rank of Sergeant, have a minimum of three (3) years of continuous service as a Police Officer with the City of Chicago, including completion of the probationary period
- Be willing and able to perform the duties of a Police Officer (Assigned as a Traffic Specialist), work any watch assignment and change work hours in accordance with the provisions of the collective bargaining agreement
- Must have an acceptable disciplinary and attendance record
- Must meet acceptable medical roll usage guidelines

Licensure, Certification, or Other Qualifications

- Must have a valid State of Illinois driver's license at the time of hire
- Must be a resident in the City of Chicago at the time of hire
- Must have a valid Firearm Owner's Identification (FOID) card issued by the State of Illinois at the time of hire
- Must pass all examinations mandated by State Law to receive certification as a Peace Officer
- Must pass the examination procedures for the specialist training in accident investigations
- Must maintain the ability to safely handle and use a Department approved firearm

WORKING CONDITIONS

- Accident investigation training facility environment
- Assignment anywhere within the boundaries of the City of Chicago
- Assignment Duty hours may be any time; Department operates twenty-four (24) hours a day, every day of the year, including weekends and recognized holidays
- Interaction with the public in a variety of situations
- Exposure to outdoor weather conditions including extreme weather situations
- Exposure to hazardous or life threatening situations
- May require travel outside the City of Chicago or State of Illinois

EQUIPMENT (including but not limited to)

- Computers and peripheral equipment (e.g., personal computer, computer terminals, mobile data computers)
- Two-way radio
- Cellular telephone
- Audio and video recording equipment
- Evidence collection tools
- Handcuffs
- Personal defense weapons (baton, taser, handguns, rifle, shotgun, etc.)
- Specialized safety equipment (bulletproof vest)
- Transportation (car)

PHYSICAL REQUIREMENTS

- Using muscular force to lift, carry, drag, push or otherwise move objects using strength in one's arms, hands, back, shoulders and/or legs
- Using the necessary force to restrain a person when making an arrest
- Quickly bending, stretching, twisting, or reaching out with one's body, arms, and/or legs
- Standing for extended or continuous periods of time
- Sitting for extended periods of time
- Walking for extended periods of time
- Safely and lawfully operating automotive vehicles
- Hearing and recognizing the normal range of sounds in terms of loudness, pitch, tone, patterns or rhythms, or duration
- Remaining alert or vigilant and reacting to infrequent but important events or specific details within a stream of information (e.g., alarms, radio)
- Seeing detail at various distances (e.g., normal reading distance, beyond arm length) and reading ordinary/small print

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Good knowledge of:

- *general powers and authorities of law enforcement officers, including public safety and security procedures and strategies to effectively enforce laws and protect lives and property
- *federal, state and municipal criminal and traffic laws and ordinances and related departmental policies, directives, and resources
- constitutional and other legal protections associated with investigative and interviewing processes
- evidence protection, recovery, and collection procedures and techniques
- notification requirements, systems, and procedures used for internal reporting and communication with external agencies
- processing of persons under Department control, including handling of special populations
- *practices and procedures used in community policing
- *geographical locations in the City of Chicago
- *traffic operations and City's street address grid
- *ground traffic control management

Knowledge of applicable City and department policies, procedures, and regulations

Skills

- *CRITICAL THINKING – Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- *MATHEMATICS - Use mathematics to solve problems
- *COMPLEX PROBLEM SOLVING – Identify complex problems and review related information to develop and evaluate options and implement solutions

- *JUDGEMENT AND DECISION MAKING – Consider the relative costs and benefits of potential actions to choose the most appropriate one
- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *RESOLVING CONFLICTS AND INFLUENCING OTHERS - Resolve disputes between groups and individuals; negotiate with others to influence behaviors, opinions; deal effectively with various members of the public; handle upset and injured victims, get people to cooperate
- *ORGANIZATIONAL AWARENESS AND COMMITMENT - Remain firm in one's allegiance to the Department's core values and faithful in pursuit of the Department's mission despite obstacles or opposition; follow Department policies and regulations and show support for their intent and value; demonstrate positive regard for the Department and personal role; show respect for members in positions of authority; work in a chain-of-command environment
- *SERVICE ORIENTATION – Actively look for ways to help people
- *SOCIAL PERCEPTIVENESS – Be aware of others' reactions and understand why they react as they do
- PERSUASION - Persuading others to change their minds or behavior

Abilities

- *COMPREHEND ORAL INFORMATION – Listen to and understand information and ideas presented through spoken words and sentences
- *PUBLIC SPEAKING - Make formal presentations before large or small audiences
- *SPEAKING – Communicate information and ideas in speaking so others will understand
- *ACTIVE LISTENING – Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
- *COMPREHEND WRITTEN INFORMATION – Read and understand information and ideas presented in writing
- *WRITE – Communicate information and ideas in writing so others will understand.
- *MEMORIZATION – Remember information such as words, numbers, picture, and procedures
- *RECOGNIZE PROBLEMS – Tell when something is wrong or is likely to go wrong
- *REACH CONCLUSIONS – Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)
- *MAKE DECISIONS AND SOLVE PROBLEMS – Analyze information and evaluate results to choose the best solution and solve problems

Other Work Requirements

- *ANALYTICAL THINKING – Analyze information and use logic to address work or job issues and problems
- *ATTENTION TO DETAIL – Pay careful attention to detail and thoroughness in completing work tasks
- *COOPERATION – Be pleasant with others on the job and display a good-natured, cooperative attitude
- *CONCERN FOR OTHERS – Demonstrate sensitivity to others' needs and feelings and be understanding and helpful on the job

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- *SELF CONTROL – Maintain composure, keep emotions in check even in very difficult situations, control anger and avoid aggressive behavior
 - *STRESS TOLERANCE – Accept criticism and deal calmly and effectively with high stress situations
 - *PERSISTENCE – Persist in the face of obstacles on the job
 - *DEPENDABILITY – Demonstrate reliability, responsibility, and dependability and fulfill obligations
 - *INITIATIVE – Demonstrate willingness to take on job challenges
 - *INTEGRITY – Be honest and avoid unethical behavior
 - *ADAPTABILITY/FLEXIBILITY – Be open to change (positive or negative) and to considerable variety in the workplace
 - *LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
November, 2020